



**Renfrew**  
INC. 1858  
Bridging Charm and Convenience

TOWN OF RENFREW  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## **REQUEST FOR TENDER – LIBRARY EXTERIOR RENOVATION CAPITAL PROJECT RFT 2024-05-CS**

### **Background**

The Corporation of the Town of Renfrew is seeking bids for the supply of all labour, equipment, and services to carry out the replacement of concrete steps and masonry, walkway replacement, replacement of 2 doors with new automated door openers, and installation of eavestroughs for the Renfrew Public Library located at 13 Railway Ave, Renfrew, under the Community Services Department. This project has been made possible through an Ontario Trillium Foundation Grant and therefore, the contract end dates must be adhered to, and be within or under the grant budget of \$154,000. These renovations and upgrades will address a community need by carrying out necessary repairs to our library's entrances to ensure the prolonged, safe use and access of the 100-year-old building while keeping the buildings character and identity and addressing accessibility.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation's Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

### **Registration and Communications**

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.** Please remit Name of Company, Name of Contact Person, and Contact Information to: Ashley Robertson, Purchasing Assistant, Corporation of the Town of Renfrew, [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Questions related to this tender, specifications or the intent of the proposed work and requirements are to be directed to individual listed and are to be received by **1:00 p.m. on Monday, March 25<sup>th</sup>, 2024.**

All communications must reference **RFT 2024-05-CS** in the subject line.



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**Ashley Robertson, Purchasing Assistant, Corporation of the  
Town of Renfrew**

Email: [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above.

Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to Bidders by the Corporation of the Town of Renfrew or found on Biddingo are to be considered the "official" documents. The Corporation of the Town of Renfrew accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Corporation of the Town of Renfrew and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

### **Delivery and Closing Time**

Tenders must be received no later than **10:00 a.m. April 5<sup>th</sup>, 2024**. The time clock in the Council Chambers at the Town Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened, and read in a public opening.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.



- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened. Tenders transmitted by fax or email **will not** be considered.
- (g) **The lowest or any Tender is not necessarily accepted, and the Corporation Town of Renfrew reserves the right to award any portion of this tender.**
- (h) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (i) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.
- (j) This offer shall be irrevocable for a period of thirty (30) calendar days following the date bids are to be received.

### **THE BIDDER DECLARES**

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

### **EXAMINATION OF PREMISES**

Bidders must attend a **mandatory** site visit. Please contact the Corporation of the Town of Renfrew contact identified above to register. The site visit is scheduled for **Thursday, March 21<sup>st</sup>, 2024, from 10:00 a.m. to 12:00 p.m.** Please meet at the main entrance of the Renfrew Public Library located at 13 Railway Ave, Renfrew, ON. Due to the age of the building, there will need to be consideration in installation. Therefore, bidders will be required to measure/evaluate upon the site visit.

Questions arising from site visit shall be provided in written form as per item 'Amendments to Bid Documents'.



## **INSURANCE**

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation with an original Builders Risk Insurance in the amount of at least one million dollars (\$1,000,000.00).
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew  
127 Raglan Street South, Renfrew ON, K7V 1P8

## **AMENDMENTS TO BID DOCUMENTS**

1. Questions arising during the bidding period shall be directed to:  
  
Ashley Robertson, Purchasing Assistant, Corporation of the Town of Renfrew  
Email: [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)
2. The Owner will not be responsible for instructions, clarifications or amendments communicated orally. Instructions, clarifications, or amendments which affect the Bid Documents may only be made in writing by written addendum.
3. If Bidders find discrepancies, omissions, errors, departures from building by-laws, codes or good practice, and points considered to be ambiguous or conflicting, they shall bring them to the above contact in writing, and not less than seven (7) Working Days.
4. Addenda issued during the bidding period shall become part of the Bid Documents and their receipt shall be acknowledged in the space provided on the Bid Form. Notice of addenda will be sent to all registered bidders as well as issued, in writing, on the Town's website and Biddingo for downloading. Associated costs shall be included in the Base Bid.



## **DAMAGES AND RESPONSIBILITIES**

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

## **FREEDOM OF INFORMATION**

All written Quotations received by the Town of Renfrew become a public record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the public, including personal information.

## **Scope of Tender**

### **REVIEW OF SPECIFICATIONS**

Bidders are required to read and study all parts of the specifications contained in the tender document to familiarize themselves with what shall be expected in carrying out of the renovation to completion.

### **GENERAL REQUIREMENTS**

Project Scope includes labour, equipment, excavation, materials, contracting and construction services to perform the following work and clean-up of site with removal and disposal of all construction debris. Any required drawings and permits will be the responsibility of the successful bidder/contractor.

It is also understood that the Bidder/Contractor will include the cost of any required steps or work required, that is not listed below, but needed to reach the 'approximate specifications', as outlined. All construction must be in compliance with the latest version of the Ontario Building Code and Accessibility of Ontarians with Disabilities Act (AODA) requirements.

### **APPROXIMATE SPECIFICATIONS**

1. Removal and replacement of the existing concrete steps and masonry at the main entrance (Figures 1 & 2) to meet or exceed Ontario Building Code requirements. Existing doors will remain



2. Supply and install of new metal top and bottom railing (Figure 1) to meet requirements at main entrance to meet or exceed Ontario Building Code and AODA accessibility requirements
3. Sliding doors at the Accessible Entrance to the Childrens Library (Figure 3) to be removed. Doors are **not** to be replaced with sliding doors. Supply and install of new exterior entrance and exit doors (and or sidelight/s) that shall prevent snow and water from further damaging the interior vestibule area of the building. Including supply and install of new automated door opener(s) and hardware (i.e. lockset and/or handle/s) to be placed at this entrance to meet or exceed Ontario Building Code and AODA accessibility requirements
4. Increase width of the accessible entrance door (Figures 4 & 5) and replace with new door with sidelights. Supply and install of new exterior door with sidelights including hardware (i.e. lockset and/or handle/s) and supply and install of new automated door opener to be placed at this entrance to meet or exceed Ontario Building Code and AODA accessibility requirements
5. Replacement of the walkway leading to the accessible entrance (Figures 4 & 5) with a concrete, flat, wide, pathway to meet or exceed Ontario Building Code and AODA accessibility requirements
6. Supply and installation of exterior moisture barrier flashing, including drip cap and exterior casing for new doors at Childrens Library and accessible entrance to meet or exceed Ontario Building Code
7. Supply and install interior casing trim around perimeter of new doors at Childrens Library and accessible entrance to meet or exceed Ontario Building Code
8. Supply and install of eavestroughs and downspouts around the perimeter of the building (Figures 6, 7 & 8), to help slow erosion and prevent large icicles from forming in the winter, to meet or exceed Ontario Building Code requirements. Reinforcement of existing soffit and/or fascia may be required for eavestrough installation
9. Schedule and meet all inspection requirements, including final inspections by the contract end date



**Grant Budget**

Incurred costs and spending must be within the approved project start/end dates and must follow the itemized costs and amounts in each of the categories below. Moving spending between categories must receive prior written consent.

OTF Budget Request	Requested Amount	Notes
Construction/Renovation	\$110,600.00	Eavestrough, doors and trim, concrete, work, millwork, demolition and clean up
Developmental Costs	\$12,000.00	Engineering plans - Survey costs - Materials procurement / selection - Site safety kits / Site Access Protection
Additional Costs	\$31,400.00	Additional costs not included in above parameters

**Project Costs Budget    \$154,000.00**

**Figure 1. Front Entrance**



**Figure 2. Front Entrance**



**Figure 3. Accessible Entrance to Childrens Library**







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**Figures 4 & 5. Accessible Entrance to Library**



**Figure 6. Eavestrough Installation**





**Figure 7. Eavestrough Installation**



**Figure 8. Eavestrough Installation**



## **PROJECT SCHEDULE**

The anticipated construction shall commence upon Award of Tender and be **completed prior to grant deadline of August 7, 2024.**

## **INSPECTION**

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.





## **MATERIALS**

- (a) Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

## **LABOUR**

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.
- (b) Increases in the cost of performing the work due to wage increases of adjustments shall be borne by the Contractor without additional cost to the Town.

## **SUPERVISION AND COORDINATION**

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

## **CHANGE IN THE WORK**

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

## **DOCUMENTATION**

- (a) Operating and Technical Manuals

As required to support ongoing operations and maintenance, original manufacturers manuals and documentation shall be submitted whenever available.



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(b) Training Requirements

Training of operational and maintenance staff on systems operation will be required.

**MISCELLANEOUS**

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.



## Bid Form

### Overall Project Quotation:

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Price	\$

### Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Main Entrance (concrete steps and masonry)	\$
Railing at Main Entrance	\$
Childrens Library Entrance	\$
Accessible Entrance Door	\$
Accessible Entrance Walkway	\$
Eavestroughs	\$
Other (drawings, permits, etc.)	\$





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## **Delivery and Official Closing Time of Proposals**

All submissions shall be in a sealed envelope and delivered to:

**TOWN OF RENFREW**  
**Renfrew Town Hall**  
**Attention: Ashley Robertson**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

Tender submissions must be received not later than **10:00 a.m. on April 5<sup>th</sup>, 2024**. The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

## **Timeline**

The expected timeline for selection is as follows:

Tender Issued	<b>March 14, 2024</b>
Mandatory Site Visit	<b>March 21, 2024</b>
Deadline for Written questions to Town from Bidders	<b>March 25, 2024</b>
Town published Addendum (if applicable)	<b>March 27, 2024</b>
Closing date for Tender	<b>April 5, 2024</b>



**Company Information**

1.	Company Name	
2.	Bidders Contact Individual	
3.	Address (including postal code)	
4.	Office Phone #	
5.	Cellular #	
6.	Fax #	
7.	Email Address	
8.	HST Account #	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 60 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

**Acknowledgement to Receipt of Addenda**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TENDER 2024-05-CS LIBRARY EXTERIOR RENOVATION CAPITAL PROJECT**

**From:** \_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Deliver to:**

**The Town of Renfrew  
127 Raglan Street South  
Renfrew, ON K7V 1P8**

**TENDER NUMBER: 2024-05-CS**

**CLOSING DATE AND TIME:**

**DESCRIPTION: Library Exterior Renovation Capital Project**